

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE <b>S</b>		PAGE OF PAGES <b>1   28</b>	
2. AMENDMENT/MODIFICATION NO. <b>0002</b>		3. EFFECTIVE DATE <b>24-Aug-2011</b>		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY USA MED RESEARCH ACQ ACTIVITY 820 CHANDLER ST FORT DETRICK MD 21702-5014		CODE <b>W81XWH</b>		7. ADMINISTERED BY (If other than item 6)  <b>See Item 6</b>			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				<input checked="" type="checkbox"/> X		9A. AMENDMENT OF SOLICITATION NO. <b>W81XWH-11-R-0354</b>	
				<input checked="" type="checkbox"/> X		9B. DATED (SEE ITEM 11) <b>12-Aug-2011</b>	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input checked="" type="checkbox"/> X The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> X is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.</b> <b>IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  The purpose of this amendment is to correct Section C5, paragraph 5.14, General Administrator's Historical Hours. Changed from 5760, to 7680.  All other terms and conditions remain unchanged.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)		24-Aug-2011	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

## SUMMARY OF CHANGES

## SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been modified:

QUESTIONS/ANSWERS

<b>Question:</b> Is this a new requirement or is there incumbent? If there is, who is the incumbent and are they eligible to bid the new contract as a Service-Disabled Veteran-Owned company? <b>Answer:</b> The current incumbent is Macaulay-Brown, which is a large business concern. The incumbent is NOT eligible to re-compete for this requirement
<b>Question:</b> Is the client satisfied with the incumbent? <b>Answer:</b> This question is not relevant to the solicitation.
<b>Question:</b> What is the desired solution for the requirement? <b>Answer:</b> Please refer to the requirements in the solicitation and the PWS.
<b>Question:</b> What are the immediate pains of the client? <b>Answer:</b> The Government's requirements are listed in the solicitation.
<b>Question:</b> Is there new technology needed for this requirement? <b>Answer:</b> All needs for this requirement are as stated in the Performance Work Statement and Solicitation.
<b>Question:</b> What are the hot buttons for the client? <b>Answer:</b> Please refer to the requirements in the solicitation.
<b>Question:</b> What is the budget for this requirement? <b>Answer:</b> The Independent Government Cost Estimate (IGCE) is not releasable.
<b>Question:</b> Should the pricing be based on the historical FTE'S? <b>Answer:</b> No. Pricing should be based on the offeror's proposal to meet the requirements of the solicitation.
<b>Question:</b> Is this PWS the same as the PWS being performed on the current contract? <b>Answer:</b> The PWS provided in the solicitation is the Government's current requirement.
<b>Question:</b> Will the government provide the prospective contractors with a list and/or number of personnel on the existing contract by position? <b>Answer:</b> This is performance based and the offeror is responsible to provide the appropriate personnel based on their business strategy, to meet the requirements of the PWS.
<b>Question:</b> Why is there no site visit scheduled? Will the government allow contractors to visit the site and perform a site walk-through? <b>Answer:</b> The Government has determined that a site visit is not required for this solicitation.
<b>Question:</b> What is the anticipated time period between award of the contract and the start of contract performance? <b>Answer:</b> It is anticipated that the contract will be awarded on or around 23 September 2011, with a start date of NLT 26 September 2011.
Consistent with paragraph 1.2.2.5 and 1.2.2.7, the contractor is required to provide training services to personnel. Section C3 – Government and Contractor Furnished Property and Services does not list training space. <b>Question:</b> Will space be made available for training on site for contractor personnel training? <b>Answer:</b> The offeror is responsible to provide trained personnel and update training, as appropriate. This training shall be provided outside of performance duty hours.
Paragraph 5.1.1 Program Manager-Key Personnel lists the historical hours as 192. <b>Question:</b> Is this a part-time position or is there a correction to the number of hours required? <b>Answer:</b> This historical hours listed for this position are correct.
<b>Question:</b> Who will be support staff for key personnel? <b>Answer:</b> "Key personnel" are employees of the offeror, whom the offeror has designated as key personnel in order to meet the requirements of the proposal. Therefore, key

personnel are supported by the offeror.
According to Paragraph 2. Of the RFQ letter (Attachment 1), it states that the proposal can be submitted by Email or mail. Page 67 of the solicitation, however, says hard copies are required. <b>Question:</b> Could you please clarify that all volumes can be delivered via email? <b>Answer:</b> Volumes may NOT be submitted via email. Electronic copies (via CD-ROM) and hard copies, as outlined on page 52 of the original solicitation, must be mailed to the address provided.
A minimum amount of \$25,000 is provided for CLIN 0002 only. <b>Question:</b> Is the \$25,000 meant to be the minimum amount applicable to each CLIN? Should offerors use the minimum amount of \$25,000 as an ODC plug number for the base and all option years for all CLINs? <b>Answer:</b> The Government estimate for the travel CLIN is NTE \$25,000 each year.
The Personnel Qualifications evaluation approach requires the following experience for this contract: “experience in general and research operations, regulated studies procedures, product development experience, and publication record.” This experience requirement does not seem relevant to the requirements for this contract. <b>Question:</b> Will the Government modify the evaluation criteria as follows: “including relevant experience in administrative, financial, human resources, or logistics support functions”? <b>Answer:</b> The Personnel Qualifications evaluation approach is corrected to read, “ <b>Personnel Qualification:</b> Competency and likely effectiveness of the offeror’s personnel as determined by education and relevant experience, including relevant experience in general and research operations, as spelled out in the General Services Support Labor Categories attachment. Key personnel resumes will be evaluated based on the relevance of the individual’s education and experience relative to the PWS.”
Cover Letter states the POP as Oct 1, 2011-Sept 31, 2012; Section B states the POP as: Sept 26, 2011-Sept 25, 2012. <b>Question:</b> Please clarify which POP will be used. <b>Answer:</b> The anticipated POP will be 26 September 2011 – 25 September 2012.
<b>Question:</b> Assuming this is standalone procurement, should the requirement to submit a FSS/GSS schedule be deleted? <b>Answer:</b> Yes, this is a standalone procurement. There is NO requirement to submit a FSS/GSS schedule.
Pages 35 – 37 of the solicitation list the historically used labor categories and designate the five categories of Program Manager, Team Leader, Financial/Budget Analyst, Program Management and Budget Analyst, and Human Resources/Personnel Support as Key Personnel. However, Page 39 of the solicitation states that Key Personnel are “To Be Determined (based on successful offerors proposal)” <b>Question:</b> Would the Government please clarify which categories are designated as key personnel? <b>Answer:</b> The information in the solicitation regarding key personnel is historical information. The Government anticipates the Program Manager to be key personnel. However, based on the offeror’s business model, the offeror is responsible for determining who they consider to be key personnel in order to meet the requirements of the solicitation.
Page 70 of the solicitation states that “Pricing shall be provided for individual labor categories and incorporated into Table 15.2.” <b>Question:</b> Will the Government please provide Table 15.2? <b>Answer:</b> The offeror can develop a table based on information provided in FAR 15.408 (Table 15.2 Instructions).
According to Pg. 68 of the solicitation, Volume II is comprised of “Past Performance/Performance Risk & Subcontracting Plan.” However, on Pg. 67 only the Past Performance/Performance Risk component is listed in Volume II. <b>Question:</b> Will the Government please clarify whether a Subcontracting plan is required for this Service-Disabled Veteran-Owned Small Business solicitation? <b>Answer:</b> A subcontracting plan is not required for this solicitation. However, small business participation is included as a part of each offeror’s evaluation. Please see information provided regarding small business participation.
<b>Question:</b> Would the Government consider extending the proposal due date? <b>Answer:</b> No, the proposal due date cannot be extended.
The historical labor categories listed on pages 35-37 of the solicitation do not include the Attachment Four historical labor category of Legislative and Defense Committee Process Support. <b>Question:</b> Would the Government please clarify whether the Legislative and Defense Committee Process is a historical labor category? <b>Answer:</b> The Legislative and Defense Committee Process is a historical labor category. The historical level of effort for this position is 652.8 hours and the minimum qualifications are provided.
On Page 36 of the solicitation the Historical Hours associated with the General Administrator category are listed as 5760. However, on Attachment Four the General Administrator Historical Hours are listed as 7680. <b>Question:</b> Would the Government please clarify the General Administrator Historical Hours? <b>Answer:</b> The correct General Administrator historical hours should read as <b>7680 hrs.</b>
<b>Question:</b> Which of the labor categories are considered Service Contract Act positions? <b>Answer:</b> It is the offeror’s

responsibility to determine which of their proposed positions fit under the Department of Labor's Wage Determination, and which are exempt.
<b>Question:</b> What was the total amount awarded for the current contract and for what time period? <b>Answer:</b> The current value of this contract is \$4,567,095.62 with a POP of 4/1/2009 – 9/30/2011.
<b>Question:</b> Will the government consider allowing resumes to be placed in an appendix to the proposal instead of the Technical Proposal so as not to count against page count? <b>Answer:</b> Resumes may be placed in an appendix and are not counted in the page count for the Technical and Past Performance proposals.
<b>Question:</b> Will the government consider omitting the Draft QCP, OCI, and Recruitment/Retention Plans from the Technical Proposal page count and allow bidders to place these documents in appendices to the Technical Proposal? <b>Answer:</b> The Draft QCP and Recruitment/Retention Plans may be placed in an appendix and are not counted in the page count for the Technical proposal.
<b>Question:</b> Are the table of contents, compliance matrix (if used), and the required acronym list included in the 50-page limitation on the Technical Proposal? <b>Answer:</b> No, the tables of contents, compliance matrix (if used), and the required acronym list are not counted in the page count for the Technical or Past Performance proposal.
The solicitation refers to the following, of which none are attached to the solicitation: Exhibit B, Attachment 1 PAST PERFORMANCE, Attachment 2- WAGE DETERMINATION, Attachment 3 – QASP, Attachment 4 - LABOR RATES. <b>Question:</b> Where can these documents be found? <b>Answer:</b> These documents can be found in FEDBIZOPS, and on our website located at <a href="https://www.usamraa.army.mil/">https://www.usamraa.army.mil/</a> .
<b>Question:</b> Do you know if there is an expected ceiling value for this program? <b>Answer:</b> Please refer to the Ceiling Clause, located on page 47 of the solicitation.
<b>Question:</b> Will there be a Bidder's Conference, or has one already been conducted? If so, are there Minutes available? <b>Answer:</b> No Bidder's Conference was conducted, or is planned.

## SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been modified:

### GENERAL SUPPORT SVCS - PWS

DEPARTMENT OF ARMY  
UNITED STATES MEDICAL RESEARCH  
ACQUISITION ACTIVITY (USAMRAA)  
PERFORMANCE WORK STATEMENT (PWS)  
FOR  
TELEMEDICINE AND ADVANCED TECHNOLOGY RESEARCH CENTER (TATRC)  
  
GENERAL SERVICES SUPPORT CONTRACT

**PERFORMANCE WORK STATEMENT FOR**  
**TELEMEDICINE AND ADVANCED TECHNOLOGY RESEARCH CENTER (TATRC)**  
**General Services Support**

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## **SECTION C1 – DESCRIPTION OF SERVICES**

**1.0. BACKGROUND** The Telemedicine and Advanced Technology Research Center (TATRC), a subordinate element of the United States Army Research and Materiel Command (USAMRMC), is charged with managing core Research, Development, Test and Evaluation (RDT&E) and congressionally mandated projects in telemedicine and advanced medical technologies.

### **1.1. SCOPE**

1.1.1. This performance work statement (PWS) outlines the required services for General Support Services to include: Executive Administrative, General Administrative, Financial Management, Human Resource/Personnel, and Logistics Engineering tasks the contractor shall perform in support of TATRC located at Ft. Detrick, MD.

1.1.2. The contractor shall provide General Support Services professionally and efficiently in accordance with (IAW) applicable laws, policies and regulations and as stated in this PWS.

1.1.3. This is a non-personal services support contract which has been reviewed and contains no services that are Inherently Governmental Functions as defined in Federal Acquisition Regulation (FAR) 2.101 and 7.5. The services required under this contract are subject to Organizational Conflict of Interest (OCI) IAW the FAR Subpart 9.5, as performance of these services will give the Contractor access to extensive data about contracts and assistance agreements of other contractors that support the TATRC mission.

### **1.2 SPECIFIED TASKS**

**1.2.1 Task Area 1 – Program Manager Support Services.** The Contractor shall provide Program Manager Support Services to include, but not limited to the following activities:

1.2.1.1. Contract management support.

1.2.1.2. Recruitment, hiring, training, and retention of staff.

1.2.1.3. Ensure compliance with all applicable statutes, regulations, and TATRC policies.

1.2.1.4. Fulfills the requirements of the approved plans and specifications of this PWS.

**1.2.2 Task Area 2 – Team Lead** The contractor shall provide the following Management Support Services at a minimum:

- 1.2.2.1. Review contractor employee travel vouchers and travel requests.
- 1.2.2.2. Train new logistics/acquisition personnel.
- 1.2.2.3. Enforce work standards for contractor personnel.
- 1.2.2.4. Review contractor work discrepancies.
- 1.2.2.5. Train existing staff on new acquisition procedures.
- 1.2.2.6. Knowledge of acquisition procedures and policies as a Subject Matter Expert
- 1.2.2.7. Provide refresher acquisition training to existing staff.
- 1.2.2.8. Review invoices.
- 1.2.2.9. Approve timesheet for contractor personnel.
- 1.2.2.10. Coordinate and organize Contractor Monthly Reports.
- 1.2.2.11. Assist in writing acquisition required documents such as PWS, Acquisition Strategy Plans, Source Selection Plans (SSP), and Independent Government Cost Estimates (IGCE).
- 1.2.2.12. Provide Contract Administrative support to include the following duties:
  - 1.2.2.12.1. Document and initiate purchase requests in the Purchase Request Tracking Approval System (PRTAS).
  - 1.2.2.12.2. Solicit, review, and coordinate vendor/contractor proposals, Sole Source Justifications, and other vendor/contractor related submissions.
  - 1.2.2.12.3. Facilitate the flow of purchase requests for equipment and service from initiation through to contract closeout.
  - 1.2.2.12.4. Contract liaison between the Contracting Office, the end user (TATRC), Defense Finance and Accounting Service (DFAS), and the vendor/contractor.
  - 1.2.2.12.5. Process receiving reports for equipment and services ( Wide Area Work Flow (WAWF) and Computerized Account Payable System (CAPS)-W).

1.2.2.12.6. Assist in vendor/contractor payment and deliverable issues.

1.2.2.12.7. Perform functions that require knowledge of the following automated systems: U.S. Army Medical Department Property Accounting System (AMEDDPAS), MPMC PRTAS, WAWF, and CAPS.

**1.2.3 Task Area 3- Executive Administrative Support Services.** The contractor shall provide Executive Administrative Support Services to include, but not limited to the following activities:

1.2.3.1. Provide primary administrative support to the Director, Deputy Director, Chief of Staff, and Chief Scientist.

1.2.3.2. Provide administrative support to other TATRC personnel as needed.

1.2.3.3. Coordinate travel arrangements and enter travel information into the Defense Travel System (DTS) in order to generate travel document. Submit both local and long distance travel vouchers for payment through DTS.

1.2.3.4. Track and maintain TATRC Suspense files.

1.2.3.5. Maintain multiple daily calendars.

1.2.3.6. Arrange Teleconferences for Senior Staff.

1.2.3.7. Take minutes at weekly Director's meeting.

1.2.3.8. Prepare memorandums, letters, and other miscellaneous correspondence for Senior Staff.

1.2.3.9. Serve as TATRC Point of Contact (POC) for scheduling any appointments with the Commanding General.

1.2.3.10. Serve as TATRC POC for any correspondence that goes to USAMPMC HQ staff.

1.2.3.11. Maintain Army Records Information Management System (ARIMS) filing system for TATRC and updated as needed.

1.2.3.12. Prepare reports and correspondence, coordinate travel and meeting arrangements, answer phones, file, and sort and distribute mail in support of the day-to-day operations of TATRC.

**1.2.4 Task Area 4 – General Administrative Support Services.** The contractor shall provide General Administrative Support Services to include, but not limited to the following activities:



1.2.4.1. Provide assistance to individuals traveling under TATRC funds to meetings and conference by gathering personal information and budget information for fund sites and travel.

1.2.4.2. Complete conferences registrations for upcoming conferences.

1.2.4.3. Provide telephonic coverage support to Command Staff when necessary.

1.2.4.4. Prepare and edit correspondence including memos, reports, leave requests, and miscellaneous correspondence as needed.

1.2.4.5. Prepare purchase requests in the Acquisition Workflow System and refers to system for tracking.

1.2.4.6. Enter, track, and prepare supply orders and replenished inventory.

1.2.4.7. Prepare GPC purchase requests in the Acquisition Workflow System.

1.2.4.8. Provide support with administrative functions such as typing correspondence, taking minutes, answering calls, scanning, copying, and faxing.

1.2.4.9. Prepare Federal Express paperwork.

1.2.4.10. Close out internal and external suspense with Director's Executive Admin.

1.2.4.11. Log and track taskers and inquiries in the Enterprise Database management System (EDMS).

1.2.4.12. Upload documents to EDMS.

1.2.4.13. Prepare Excel spreadsheets as required.

1.2.4.14. Assist with development of PowerPoint presentations as required.

1.2.4.15. Work with various members of TATRC to complete taskers and inquiries.

1.2.4.16. Send (via e-mail) directions, maps, and hotels listing to visitors.

1.2.4.17. Respond to any task requested in a timely manner.

1.2.4.18. Coordinate travel arrangements and enter travel information into the DTS in order to generate travel document. Submit both local and long distance travel vouchers for payment through DTS.

1.2.4.19. Prepare purchase requests.

**1.2.5 Task Area 5 – Financial Management Support Services.** The contractor shall provide Financial Management and Budget Support Services to include, but not limited to the following activities:

**1.2.5.1.Financial/Budget Analyst Support:**

1.2.5.1.1. Provide financial/budget analyst to maintain general ledgers across all active fiscal years for funding projects primarily associated with Research and Development and Operation and Maintenance.

1.2.5.1.2. Provide estimates of TATRC's known and anticipated costs for the Command Budget Estimate (CBE), Program Objective Memorandum (POM), TATRC internal G&A Budget, and other budgeting requirements.

1.2.5.1.3. Maintain historical cost data in the resource management module of the Enterprise Database Management System (EDMS). This data will be used by the contractor to conduct budget forecasting and formulation.

1.2.5.1.4. Reconcile informal accounting ledger balances to balance reflected on supporting USAMRMC and DFAS financial management reports; resolve discrepancies between balances.

1.2.5.1.5. Post all journal entries to appropriate accounts and fiscal years; create new accounts and perform allotment adjustments; perform account reconciliations for TATRC's ledgers with Sammy's Comptroller ledgers; and resolve transaction discrepancies.

1.2.5.1.6. Create, review, obtain approval and manage Contracting Officer's Representative (COR) individual congressional project budgets.

1.2.5.1.7. Provide accurate and timely reporting of financial data to Cores as requested.

1.2.5.1.8. Develop and maintain Congressional Financial Spreadsheet and all associated files and databases to include: EDMS's Congressional Withhold Data and the Resource Management Module.

1.2.5.1.9. Prepare records of review and perform follow-up for the obligation of expiring MIPR (Military Interdepartmental Purchase Request) funding.

1.2.5.1.10. Submit MIPRS and monitor the acceptance and obligation of funds.

1.2.5.1.11. Generate and update Balance Reports and Disbursement Reports for the Chief Financial Officer (CFO).

1.2.5.1.12. Assist CFO with the completion of financial reporting for the organization.

1.2.5.1.13. Perform the following duties within the DTS: create lines of accounting and budget lines; update quarterly budget allotments; and complete funding information on travel orders.

1.2.5.1.14. Create, maintain and update Government IMPAC Card files and folders,

1.2.5.1.15. Perform monthly account reconciliations for individual IMPAC Cardholders' statements.

1.2.5.1.16. Retrieve and submit supporting documentation for all "Credit Card Spending Reports" to USAMRMC.

1.2.5.1.17. Activities requiring knowledge of the General Fund Enterprise Business System (GFEBS). The purpose of the new financial system, known as the GFEBS, is to help the Army standardize and streamline its financial business processes to provide continuous access to accurate, reliable and timely financial information across the entire organization. GFEBS will subsume over 80 legacy systems including the Standard Finance System (STANFINS), the most widely used standard accounting system for Army Installations. After deployment, GFEBS will be one of the world's largest government Enterprise Resource Planning (ERP) systems.

**1.2.6 Task Area 6 – Program Management and Budget Support Services** The contractor shall provide Program Management and Budget Support Services to include, but not limited to the following activities:

1.2.6.1. Manage execution of Research, Development, Testing, and Evaluation (RDT&E) funding for research proposals.

1.2.6.2. Maintain liaison with all TATRC personnel, Government Contracting (USAMRAA), and Government Resource Management (USAMRMC RM) activities to ensure that all financial transactions are monitored and maintained in a current state.

1.2.6.3. Enter budgetary information for analysis of financial data.

1.2.6.4. Monitor and track commitments, obligations, and expenditures of executed funds.

1.2.6.5. Resolve issues for research proposal submission requirements.

- 1.2.6.6. Maintain budget records with accurate and current information.
- 1.2.6.7. Review budget justifications and manpower Medical Command (MEDCOM) approval requests.
- 1.2.6.8. Assist with taskers and prepare spreadsheet reports for staff by extracting, compiling, and analyzing data.
- 1.2.6.9. Prepare, analyze, and review funding document and proposal packets for accuracy and completeness and serve as a liaison with the USAMRAA, which will review and negotiate proposal for award.
- 1.2.6.10. Monitor commitment and obligation of RDT&E funds.
- 1.2.6.11. Provide administrative database technical support in EDMS by entering new records, closing completed records, modifying records, and uploading files.
- 1.2.6.12. Provide support to Resource Management in the preparation of Funding Documents and Records of Environmental Compliance for research proposals funded and administered by TATRC.
- 1.2.6.13. Forward proposal documents to USAMRAA and ORP (Office of Research Protection) and ensure that proposal packages are complete.
- 1.2.6.14. Assist with maintaining TATRC proposal files.
- 1.2.6.15. Provide support in the creation of EDMS records and update EDMS records when award documents are received ensuring that the financial information is correct.
- 1.2.6.16. File approved Records of Environmental Compliance received from the USAMRMC Environmental Protection Office.
- 1.2.6.17. Enter research summaries in the Scientific and Technical Information Network (STINT) database. Assist the financial/budget analyst as necessary.
- 1.2.6.18. Create and review funding documents for approved proposal by the Proposal Review Board.
- 1.2.6.19. Create, review, and upload documents into EDMS records to ensure accuracy and perform the necessary changes to the database that is not consistent with the hardcopy.
- 1.2.6.20. Perform literature reviews and enter proposal summaries into STINT and ensure accuracy.

1.2.6.21. Maintain files and other related documents, as well as responsible for the integrity of database information.

1.2.6.22. Document outstanding Government actions and follow-up as needed.

1.2.6.23. Maintain visibility on Research and Development award amounts, funding levels, period of performance, and contract modifications.

1.2.6.24. Provide summaries of outstanding actions requiring Government actions or follow-up.

1.2.6.25. Demonstrate skill in Microsoft Windows software, including Word, PowerPoint, Excel, and Project is essential.

1.2.6.26. Ability to work independently and as a team member.

1.2.6.27. Activities requiring knowledge of the GFEBS system. The purpose of the new financial system, known as the GFEBS, is to help the Army standardize and streamline its financial business processes to provide continuous access to accurate, reliable and timely financial information across the entire organization. GFEBS will subsume over 80 legacy systems including the STANFINS, the most widely used standard accounting system for Army Installations. After deployment, GFEBS will be one of the world's largest government ERP systems.

**1.2.7 Task Area 7. Human Resource/Personnel Support Services.** The contractor shall provide Human Resource/Personnel Support Services to include, but not limited to the following activities:

1.2.7.1. Assist in managing personnel actions within TATRC.

1.2.7.2. Write and staff position descriptions for the Intergovernmental Personnel Act (IPA) program within TATRC.

1.2.7.3. Assist with Civilian Personnel actions.

1.2.7.4. Prepare and process changes to the Table of Distribution and Allowances (TDA), and develop/process manpower survey documentation as required.

1.2.7.5. Coordinate and process all IPA new hire paperwork and work closely with universities and organizations to obtain certifications for the IPA program.

1.2.7.6. Coordinate with MPMC HQ in the IPA Program.

1.2.7.7. Coordinate materials with supervisor, assignee, organization, and USAMPMC (fringe/indirect rate, employment verification, business case analysis,

evaluation criteria, mobility assignment duties and responsibilities, salary, leave provisions, evaluation criteria, etc.).

1.2.7.8. Ensure routing of IPA packet and approval signatures are obtained.

1.2.7.9. Coordinator for IPA and civil service appraisals and ratings.

1.2.7.10. Obtain fund certifications for assignee and institute excel spreadsheet to track funding.

1.2.7.11. Review invoices to ensure amount being invoiced is accurate, confirms Federal ID and Cage Code Numbers, confirm funds are un-liquidated in the Commitment Accounting and Disbursement System (CADS), complete SF1034, *Public Voucher for Purchases* for MRMC approval, send invoices to DFAS for payment, complete transmittal tracking spreadsheet.

1.2.7.12. Coordinate with USAMRMC's Manpower Office and submit workflow spreadsheets.

1.2.7.13. Track and format all Civilian Hiring and Service Contract MEDCOM requests.

1.2.7.14. Track attendance and certification of TATRC IPA's and civil servants to ensure COR qualification training has been accomplished.

1.2.7.15. Ensure new hires have completed required basic security requirements.

1.2.7.16. Manage processing of Common Access Card (CAC) renewals.

1.2.7.17. Process and track Military awards program.

1.2.7.18. Process Officer Evaluation Reports for as needed.

1.2.7.19. Track accountability for personnel for work status.

1.2.7.20. Track Performance Reviews and increases for IPA's.

1.2.7.21. Maintain monthly strength reports for TATRC leadership and MRMC.

1.2.7.22. Perform payroll analysis.

**1.2.8 Task Area 8. Logistics Engineering Support Services.** The contractor shall provide Logistics Engineering Support Services to include, but not limited to the following activities:

- 1.2.8.1. Assist in the Government oversight of property management functions for \$6.5 million worth of Government equipment.
- 1.2.8.2. Operate the Medical Supply Support Account (MSSA), the inventory control system.
- 1.2.8.3. Conduct logistic support assessments for proposed and on-going telemedicine deployment operations and research projects.
- 1.2.8.4. Serve as Subject Matter Expert in AMEDD logistics systems.
- 1.2.8.5. Process all procurement transactions for services and equipment.
- 1.2.8.6. Prepare and submit receiving reports.
- 1.2.8.7. Provide administrative support to CORs and maintain electronic files for FAR required documentation.
- 1.2.8.8. Conduct central receiving and storage operations.
- 1.2.8.9. Execute an excess equipment management program.
- 1.2.8.10. Provide passenger and cargo transportation support.
- 1.2.8.11. Act as the facility manager for five (5) buildings and two (2) outdoor demonstration sites.
- 1.2.8.12. Maintain the Key Control Program.
- 1.2.8.13. Provide telecommunications planning and repair support services and planning renovation and construction projects.
- 1.2.8.14. Serve as Subject Matter Expert in U.S. Army/Department of Defense (DoD) receiving report procedures and DoD Transportation resources and international shipping procedures.
- 1.2.8.15. TATRC cell phone and telephone coordinator.
- 1.2.8.16. Provide Contract Administrative support to include the following duties:

1.2.8.16.1. Document and initiate purchase requests in the PRTAS system.

1.2.8.16.2. Solicit, review, and coordinate vendor/contractor proposals, statements of work (SOW) and PWS, Sole Source Justifications. and other vendor/contractor related submissions.

1.2.8.16.3. Facilitate the flow of purchase requests for equipment and service from initiation through to contract closeout.

1.2.8.16.4. Contract liaison between the Contracting Office, the COR, the end user (TATRC), DFAS, and the vendor/contractor.

1.2.8.16.5. Process receiving reports for equipment and services (WAWF and CAPS-W).

1.2.8.16.6. Resolve vendor/contractor payment and deliverable issues.

1.2.8.16.7. Perform functions that require knowledge of the following automated systems: AMEDDPAS, MPMC PRTAS, WAWF, and CAPS.

1.2.8.17. Provide Property Management Support to include the following duties:

1.2.8.17.1. Perform and have Subject Matter Expert knowledge of the Army Regulation (AR) 40-61, *Inventory Management and Medical Supply Support Account (MSSA)* procedures.

1.2.8.17.2. Manage and maintain sub hand receipts to TATRC personnel on and off site.

1.2.8.17.3. Initiate, track, receive, and issue nonexpendable and durable property.

1.2.8.17.4. Maintain property accountability through regular inventories.

1.2.8.17.5. Process discrepancies through inventory adjustments and Report of Surveys.

**1.2.9 Task Area 9. Legislative and Defense Committee Process Support.** Provide information services on congressional authorization and appropriations, focusing on health care policy, military health care and research. Services include, but not limited to the following activities:

1.2.9.1. Attend and summarize US Senate Committee on Armed Services (SASC) hearings that relate to medical care or medical research in DoD.



1.2.9.2. Attend and summarize U.S. House of Representatives, House Armed Services Committee (HASC) hearings that relates to medical care or medical research in DoD.

1.2.9.3. Attend and summarize Defense Appropriations (House and Senate) hearings that relate to medical care or medical research in DoD.

1.2.9.4. Attend and summarize Veterans Affairs Committee (House and Senate) hearings that relate to medical care or medical research in DoD.

1.2.9.5. Attend and summarize Military Quality of Life Committee (House and Senate) hearings that relate to medical care or medical research in DoD.

1.2.9.6. Attend and summarize other congressional committee hearing that impact on military health care or health care policy that may impact on military health care. This focus is on telemedicine, mobile health and electronic health care record policy.

1.2.9.7. Provide specific related congressional documents, to include selected committee report and final bills.

### **1.3. PLACE OF PERFORMANCE:**

**1.3.1.** The contractor shall perform services at Ft. Detrick, Maryland for Task areas 1-8 and Task areas 9 may be performed at contractor site or as otherwise specified in the individual task orders.

**1.4. PERIOD OF PERFORMANCE.** The period of performance shall be for a twelve (12) months Base period from the date of award with four (4) 12 month option period.

**1.5. DUTY HOURS.** Contractor personnel shall perform services during regular duty hours 8:00 AM to 5:00 PM, Monday through Friday, excluding Federal Holidays as listed in paragraph 1.6.3 below. Contractor shall implement a system that accurately records hours worked and that is available to the Contracting Officer Representative (COR).

1.5.1 Contractor shall not perform services on those days designated as a Federal Holiday by Federal Status, Executive Order, Presidential Proclamation, or Installation Commander.

1.5.2. Contractor shall not perform services or report to work on those days the Government or installation is closed due to local determination relating to inclement weather conditions, national emergencies, energy conservation, requiring the closures. During these periods of closure, the contractor personnel that are not designated as essential shall not report for work nor will they be compensated for those days.

1.5.3. The following is a list of legal federal holidays that services shall not be performed. Services shall not be performed on any other day declared a federal holiday.

- 1.5.3.1. New Year's Day, January 1<sup>st</sup>
- 1.5.3.2. Martin Luther King's Birthday, 3rd Monday in January
- 1.5.3.3. President's Day, 3rd Monday in February
- 1.5.3.4. Memorial Day, Last Monday in May
- 1.5.3.5. Independence Day, July 4<sup>th</sup>
- 1.5.3.6. Labor Day, 1st Monday in September
- 1.5.3.7. Columbus Day, 2nd Monday in October
- 1.5.3.8. Veteran's Day, November 11<sup>th</sup>
- 1.5.3.9. Thanksgiving Day, 4th Thursday in November
- 1.5.3.10. Christmas Day, December 25<sup>th</sup>

**NOTE:** Any of the above holidays falling on a Saturday will be observed on the preceding Friday; holidays falling on a Sunday will be observed on the following Monday.

1.5.4. The contractor shall ensure that all contractor personnel are advised of nondisclosure policies as well as restrictions from communicating official business to media outlets. The contractor's employees may be required to sign specific nondisclosure agreements as required by contract.

1.5.5. The contractor shall ensure that all contractor personnel are advised of their supervisor and who they should contact if they have questions. The Contractor POC will serve as the supervisor for contractor personnel.

**1.6. CONTINUITY OF SERVICES.** If routine services are disrupted for more than three (3) consecutive shifts, the Government reserves the right to procure such services from another source, until routine services are restored by the Contractor. When the Government exercises its right to procure these services from another source, the Government will reduce the Contractor's invoice at an equivalent amount to that incurred. A copy of the other source's service ticket will be used as the basis for this reduction. The Government will furnish the Contractor a copy of this ticket upon the Contractor's request.

**1.7. RELATIONSHIP OF THE PARTIES.** This is a nonpersonal service contract. Contractor personnel are not subject to the supervision and control of a Government officer or employee IAW FAR 37.104(a)(1)(ii). Rather, contractor personnel perform their duties IAW specific tasks outlined in the PWS. Supervisory functions such as hiring, directing, counseling, and firing of contractor personnel are not performed by the Government. The contractor personnel who furnish services under this contract are subject to Government technical oversight of the services provided. The Government retains the right to reject services for contractual nonperformance.

## **SECTION C2**

### **2.0. PERFORMANCE REQUIREMENT SUMMARY**

<b>Service Delivery Summary</b>	<b>Performance Requirement</b>	<b>Para Numbers</b>	<b>Acceptable Quality Level</b>	<b>Surveillance Method</b>
PDS1. Provide Program Manager Support Services	Provide contractor management support and information to COR as required. Recruit, hire train staff as required	1.2.1	98% compliance.	COR Observation
PDS2. Team Lead	Perform duties as needed and supervise on-site contractor employees to insure contract requirements fully met.	1.2.2	98% compliance.	COR Observation
PDS3. Provide Executive Admin Support	Provide Executive Administrative Support Services to TATRC HQ staff as required.	1.2.3	98% compliance.	COR Observation
SDS4. Provide General Administrative Support	Provide General Administrative Support to TATRC staff and external entities as needed.	1.2.4	98% compliance.	COR Observation
PDS5. Provide Financial Management Support	Provide General Financial Management Support to TATRC staff and external entities as needed.	1.2.5	98% compliance.	COR Observation
PDS6. Provide Program Management Analyst Support	Provide Program Management Analyst support to TATRC staff and external entities as needed.	1.2.6	98% compliance.	COR Observation
PDS7. Provide Human Resource /Personnel Support	Provide General Human Resource/Personnel Support to TATRC staff and external entities as needed.	1.2.7	98% compliance.	COR Observation
PDS8. Provide Logistics Engineering Support	Provide General Logistics Engineering Support to TATRC staff and external entities as needed.	1.2.8	98% compliance.	COR Observation
PDS9. Legislative and Defense Committee Process Support	Provide information services on congressional authorization and appropriations, focusing on health care policy, military health care and research	1.2.9	Provide summaries and associated documents within 7 working days after hearings.	Receipt of Reports
PDS10. Written Reports Monthly.	Provide written report by the 15th of the following month, detailing accomplishments and tasks completed in the prior month, as well as travel performed by contractor staff.	2.1.1.6	98% compliance.	Receipt of Report

## **2.1. DELIVERABLES**

2.1.1. The contractor shall provide the following deliverables to the COR IAW the below schedule:

2.1.1.1. A draft Quality Control Plan shall be provided with the contractor's competitive proposal. The final Quality Control Plan shall be submitted 10 days after contract award.

2.1.1.2. A draft Staffing and Recruitment plan shall be provided with the contractor's competitive proposal. The final Staffing and Recruitment Plan shall be submitted 10 days after contract award.

2.1.1.3. A draft Organizational Conflict of Interest (OCI) Mitigation Plan shall be provided with the contractor's competitive proposal. The final OCI plan shall be submitted 10 days after contract award.

2.1.1.4. Monthly Performance and Status Reports shall be submitted prior to and in conjunction with the monthly invoices.

2.1.1.5 Congressional and hearing summaries for selected hearings are due within 7 business days after hearing.

2.1.1.6. Provide monthly report with detailed accomplishments, issues, and problems encounter, as well as travel completed by staff report due by 15<sup>th</sup> of the following month.

2.1.2. Quality Assurance Performance Summary. The Government will assess the contractor's performance compliance based on the above table in this section.

## **SECTION C3 – GOVERNMENT AND CONTRACTOR FURNISHED PROPERTY AND SERVICES**

### **3.1. GOVERNMENT FURNISHED PROPERTY**

**3.1.1. Government will provide ID badges for contractor.** The Government will provide the on-site contractor personnel with access to government designated office space, computer workstations, and other office equipment as necessary for those

personnel on site. Government-furnished computer and software will be provided, with appropriate security measures.

3.1.2. The Government will provide off-site contractor personnel with laptop computers. Off site personnel are responsible for the security of all official information and protection of any Government furnished equipment (GFE) and property.

3.1.3. The Government will not reimburse contractor personnel for any operating costs associated with an employee using their personal equipment or residence in performance of duties under this contract.

**3.2. Equipment.** Government owned equipment will be provided to perform required services in Government provided space under as identified in each individual task order.

## **SECTION C4 – GENERAL INFORMATION**

### **4.1. PERSONNEL REQUIREMENTS.**

4.1.1. ENGLISH LANGUAGE REQUIREMENT. Contractor personnel shall be fluent and communicate in the English language, both written and oral communication.

4.1.2. CONFLICT OF INTEREST. The Contractor shall not employ any person who is an employee of the United States Government, if the employment of that person would create a conflict of interest.

4.1.3 Contractor Personnel Appearance. Contractor personnel working in the government location shall report for work in suitable business or business casual attire, and present a neat and professional appearance.

### **4.2. SECURITY REQUIREMENTS.**

**4.2.1. Security.** Contractor personnel should have a favorable or favorably adjudicated National Agency Clearance and Inquiries (NACI) prior to commencement of work, but a pending investigation that has not been fully adjudicated is acceptable. The contractor shall provide the results of the preliminary checks to the Contracting Officer and the COR, in writing. For contractor provided space, controlled access to the office space shall be provided to protect GFE. The Team Lead and the Logistics Engineer positions require access to ADP II level data.

#### **4.2.2. Provide Qualified Personnel:**

4.2.2.1 National Agency Background Investigation\Security Clearance Requirement. All contractor personnel shall have a National Agency Clearance

and Inquiries (NACI) clearance in order to access DOD information networks, systems and databases prior to reporting to TATRC for work.

4.2.2.2 Notification will be given by the Contracting Officer or COR to the contractor to commence work with those individuals who have been cleared, or whose investigations are pending final adjudication.

4.2.2.3 The necessary paperwork can be accessed at [www.dss.mil](http://www.dss.mil). Download the Electronic Personnel Security Questionnaire (EPSQ) 2.2 version and fill out Standard Form (SF) 85P, *Questionnaire for Public Trust Positions*.

#### **4.2.3. Information Security**

4.2.3.1. The Contractor shall retain all data in strictest confidence and prevent the unauthorized duplication, use and disclosure of information. The contractor shall follow DoD, Fort Detrick, MRMC, and TATRC security regulations and procedures. The Contractor shall ensure that all personnel exposed to data that is subject to the Privacy Act of 1974 and Health Insurance Portability and Accountability Act (HIPAA) take appropriate action to prevent disclosure of this information.

4.2.3.2. All data received, processed, evaluated, loaded and created as a result of this award shall remain the sole property of the Government and shall be returned to the Government at the conclusion of the contract unless the Contracting Officer grants specific exception.

4.2.3.3. Proprietary Information. The contractor is prohibited from appropriation, disclosure, or unauthorized use of proprietary information that is acquired in the execution of this contract.

4.2.3.4. All products including files, software and other information, which are created, produced or developed during the period of performance is the property of the Government and shall be returned unless the Government expressly grants the Contractor permission to retain the materials for continued development or publication.

4.2.3.5. Non-disclosure Agreements shall be signed by all Contractor employees proposed under this requirement before any work is performed.

#### **4.2.4. Contractor Security Training**

4.2.4 1. All Contractor employees and subcontractors under this contract are required to complete Department of Army (DA) on-line DoD Information Security Awareness Training Course within 30 days of contract award and once each year thereafter. Contractors shall provide signed certifications of completion to the

CO during each year of the contract. This requirement is in addition to any other training that may be required of the contractor and subcontractor(s).

4.2.4.2. Contractor shall ensure that all personnel complete required TATRC, USAMRMC, MEDCOM, DA, and DoD training requirements available at <https://ia.signal.army.mil>.

**4.2.5. Contractor Personnel Security:** The Contractor shall ensure that contract personnel have met DA training requirements pertaining to the Privacy Act and Personally Identifiable Information (PII) Training, which are available via the Army internet: [http://iase.disa.mil/eta/pii/pii\\_module/pii\\_module/index.html](http://iase.disa.mil/eta/pii/pii_module/pii_module/index.html) and can be completed in approximately one hour each.

#### **4.2.6. PRIVACY AND CONFIDENTIALITY**

4.2.6.1. The contractor shall abide by FAR clauses 52.224-1, *Privacy Act Notification* and 52.224-2, *Privacy Act*.

4.2.6.2. The contractor shall abide by FAR clause 52.239-1, *Privacy or Security Safeguards*.

4.2.6.3. The Contractor shall not publish or disclose in any manner, without the Contracting Officer's written consent, the details of any safeguards either designed or developed by the Contractor under this contract or otherwise provided by the Government.

4.2.6.4. To the extent required to carry out a program of inspection to safeguard against threats and hazards to the security, integrity, and confidentiality of Government data, the Contractor shall afford the Government access to the Contractor's facilities, installations, technical capabilities, operations, documentation, records, and databases.

4.2.6.5. If new or unanticipated threats or hazards are discovered by either the Government or the Contractor, or if existing safeguards have ceased to function, the discoverer shall immediately bring the situation to the attention of the other party.

**4.3. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA) of 1996.** The contractor shall abide by all the requirements of HIPPA regarding the privacy and confidentiality of health records and information being provided and shared under the resulting task order. The HIPPA is in accordance with Public Law 104-191 and Code of Federal Regulation (CFR) 45 CFR Parts 160, 162 and 164, as it relates to Privacy and Security Rules.

**4.4. RECORDS.** The contractor shall be responsible for creating, maintaining, and disposing of only those Government required records which are specifically cited in this PWS or as may be required by the DA. If requested by the Government, the Contractor



shall provide the original record or a reproducible copy of any such records within five working days of receipt of the request.

**4.5. COMMUNICATION.** The contractor shall ensure a contract employee under his/her supervision maintains an open and professional communication with the staff at the DA facilities. Complaints validated by the COR or DA staff shall be reported in writing to the contract administrator and the contractor for action. If the contractor fails to correct validated complaints raised by the COR and KO, it will be considered a failure in performance.

**4.5. PERFORMANCE EVALUATION MEETINGS.** The contractor or his representative shall meet with the on-site team lead, COR, and other Government personnel as required at **least quarterly**, but may meet more frequently if required. The contractor may request a meeting with the KO when deemed necessary. Meeting will be documented in the contract file with written minutes signed by the contract administrator and the KO. If the contractor does not concur with the minutes, such nonoccurrence shall be provided in writing to the KO within ten (10) calendar days of receipt of the minutes.

**4.6. TRAVEL:** Contractor may be required to travel to various scientific and DoD meetings, as well as site visits to grant recipients. All travel shall be reimbursed IAW the Joint Travel Regulations (JTR). The contractor shall submit an estimate for travel to the COR for approval 15 days prior to travel to allow the contractor to obtain economical prices for travel. The estimate shall include airline ticket costs, car rental, per diem, registration fees and any costs associated with the travel. The contractor shall provide a trip report within 10 days after the completion of travel costs and as backup with invoices for reimbursement. All travel costs shall be billed within 30 days after travel is complete unless an approval for later billing is approved by the Government. Request for reimbursement of travel costs may be denied if not billed in a timely manner.

**4.7. OTHER DIRECT COSTS (ODCS):** The contractor shall identify ODCs in their cost proposal submitted in response to the competitive solicitation.

## **SECTION 5 – ATTACHMENT**

### **5.1. HISTORICAL LABOR CATEGORIES**

*This is the historical labor categories and hours for General Support Services for each performance period, the contractor shall provide the appropriate labor categories and hours for meeting the performance requirement of this PWS.*

#### **5.1.1. Program Manager– Key Personnel      HISTORICAL HOURS 192**

**Qualifications:** At a minimum at least a Bachelor's degree, ten (10) years of experience, of which at least six (6) years shall be specialized. Specialized experience

includes: demonstrated ability to provide guidance and direction in the tasks similar to the tasks provided in this PWS, proven expertise in the management and control of funds and resources, demonstrated capability in managing multitask contracts of this type and complexity. Functional Responsibility: Serves as the contractor's contract manager.

#### **5.1.2. Team Leader – Key Personnel**

**HISTORICAL HOURS 1920**

**Qualifications:** At a minimum at least a Bachelor 's degree and five (5) years experience working independently or with limited direction in the area of DoD procurement, acquisition or grants management; and shall have at least four (4) years experience supervising employees and at least two (2) years experience managing contracts or grants. Also required is at least one (1) year experience with writing PWS and associated user level acquisition documents for DoD acquisitions.

#### **5.1.3. Executive Administrator**

**HISTORICAL HOURS 1920**

**Qualifications:** At a minimum at least ten (10) years of demonstrated experience as an executive administrator with at least a high school diploma. Contractor personnel shall have at least ten (10) years experience supporting leadership for a military research organization and be familiar with military rules and regulations, military correspondence formats, and rules and regulations. Contractor personnel shall have experiences with military records requirements and working knowledge of computer software (Microsoft Office Business Suite) required to produce documents, correspondence, spreadsheets and presentations. Contractor personnel shall be able to write and edit documents, as well as have a strong command of English and writing skills.

#### **5.1.4. General Administrator**

**HISTORICAL HOURS 7680**

**Qualifications:** At a minimum at least a high school diploma, five (5) years experience working independently or with limited direction in the area of office administration and management. Contractor personnel shall have a solid working knowledge of computer software (Microsoft Office Business Suite) required to produce documents, correspondence, spreadsheets and presentations. Contractor personnel shall be able to write and edit documents, as well as have a strong command of English and writing skills.

#### **5.1.5. Financial/Budget Analyst - Key Personnel**

**HISTORICAL HOURS 1920**

**Qualifications:** At a minimum at least a Bachelor's degree in Business Administration. Contractor shall have at least three (3) years experience working in a resource management division of a Government research organization. Contractor personnel shall have a strong knowledge and experience of the DoD Resource Management process. Contractor personnel shall possess excellent oral and written communication skills, and have a demonstrated capacity for detailed organization and synthesis of

abstract and disparate information. In addition, Contractor personnel shall have a solid working knowledge of computer software (Microsoft Office Business Suite) required to produce documents, correspondence, briefings and spreadsheets.

#### **5.1.6. Program Management and Budget Analyst - Key Personnel HOURS 1920**

**Qualifications:** At a minimum at least a Bachelor's degree in Business Administration. Contractor shall have at least three (3) years experience working in a resource management or logistics division of a Government research organization. Contractor personnel shall have a strong knowledge and experience of the acquisition contracting process. Contractor personnel shall possess excellent oral and written communication skills, and have a demonstrated capacity for detailed organization and synthesis of abstract and disparate information. In addition, Contractor personnel shall have a solid working knowledge of computer software (Microsoft Office Business Suite) required to produce documents, correspondence, briefings and spreadsheets.

#### **5.1.7. Human Resource/Personnel Support - Key Personnel HOURS 1920**

**Qualifications:** At a minimum a Bachelor's degree in Business Administration Contractor personnel shall have at least three (3) years experience working with human resource and personnel actions. Experience with the Federal Intergovernmental Personnel Act (IPA) and Government Civil Service is desirable. Contractor personnel shall possess excellent oral and written communication skills, and have a demonstrated capacity for detailed organization and synthesis of abstract and disparate information. In addition, Contractor personnel shall have a solid working knowledge of computer software (Microsoft Office Business Suite) required to produce documents, correspondence, and spreadsheets.

#### **5.1.8. Logistics Engineer HISTORICAL HOURS 1920**

**Qualifications:** At a minimum ten (10) years experience as a logistics engineer for a federal, state or local Government organization or similar commercial organization. Contractor personnel shall have at least ten (10) years experience with property management of Government equipment and contracts, or similar commercial experience. Contractor personnel shall possess excellent oral and written communication skills, and have a demonstrated capacity for detailed organization and synthesis of abstract and disparate information. In addition, Contractor personnel shall have a solid working knowledge of computer software (Microsoft Office Business Suite) required to produce documents, correspondence, and spreadsheets.

#### **5.1.9. Legislative and Defense Committee Process Support**

**HISTORICAL HOURS 652.8**

At a minimum a Bachelor's degree in Public Administration, Business Administration or similar discipline. And at least ten years experience analyzing and reporting on DoD appropriations, concentrating on military or civilian medical topics. Contractor personnel shall possess excellent oral and written communication skills, and have a demonstrated

capacity for detailed organization and synthesis of abstract and disparate information. In addition, Contractor personnel shall have a solid working knowledge of computer software (Microsoft Office Business Suite) required to produce documents, correspondence, and spreadsheets.

(End of Summary of Changes)